

## DEPARTMENT OF HUMAN RESOURCES

### DIRECT PAYROLL DEPOSIT OR DHR DEBIT MASTER CARD FORM

➤ **What is direct payroll deposit or DHR Debit Master Card (DMC)?**

Direct payroll deposit or the DHR Debit Master Card is a way to electronically deposit your net paycheck into either your personal bank account, or electronically transfer your net pay onto a debit card on payday.

➤ **Why should I use direct payroll deposit or DHR Debit Master Card?**

Imagine not having to worry about getting to the bank before it closes, no more waiting in line to deposit your paycheck, or wondering how to get and deposit your paycheck if you are not scheduled to work on payday. These are some of the benefits of direct payroll deposit.

➤ **When is my net pay deposited into my account or onto my DHR Debit Master Card?**

Your net pay should be deposited by 2:00 p.m. on payday.

➤ **How do I qualify and sign up for direct payroll deposit?**

All Department of Human Resources employees qualify for direct payroll deposit. To sign up, complete the form at the bottom of this page and attach a voided check or savings withdrawal slip. Then, give it to your personnel office. The personnel office and payroll will take care of the rest.

➤ **How do I qualify and sign up for the DHR Debit Master Card?**

All Department of Human Resources employees qualify for the DHR Debit Master Card. To sign up, complete the form at the bottom of this page and return to your personnel office.

### Authorization Agreement for Automatic Deposit of Net Pay

I authorize the Department of Human Resources (DHR) to deposit my net pay directly into my Bank/Debit Master Card account. DHR is also authorized to adjust any over/under deposit that it has caused to be made to my account. I recognize that the deposit of my net pay shall be made by electronic means. I further acknowledge that the responsibility of DHR to provide me my net pay shall be satisfied by DHR providing a correct credit entry in accordance with the automatic deposit services agreement (credits) between DHR, and SunTrust Bank, or Comerica.

The net amount of my paycheck is to be deposited into my:

Checking Account

Saving Account

DHR Debit Master Card Account – (An account number will be assigned and a DMC will be mailed to you)

At \_\_\_\_\_ (name of your financial institution). Attached is a voided check or savings withdrawal slip showing the correct information for my account. **If I change my bank or my bank account, I am responsible for notifying the DHR Office of Financial Services Payroll Subsection in writing of the change immediately.**

In signing this authorization for direct payroll deposit or Debit Master Card, I understand that certain checks will not be automatically deposited into my account bank account or on to my Debit Master Card but will be given to me. These checks are:

1. First check after Payroll Subsection sets up Direct Deposit in my record. *(Bank requires prior notification.)*
2. First check after Payroll Subsection enters authorized changes in my bank account.
3. Last check paid to me upon my termination/resignation from the department.
4. Any check that is not run at least three (3) days prior to payday.

Signature: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

Office Telephone Number \_\_\_\_\_ Date: \_\_\_\_\_